

VISITATION POLICY (Revised 07-08)

The South Bend Juvenile Correctional Facility is a semi-community based correctional facility. If feasible, our goal is that a student returns to the care of his parents (parents includes both parents and guardian) upon release from this facility. In order to reach this goal, it is necessary for parents to recognize and accept certain responsibilities that they must carry out if the student's adjustment to this program and eventual homecoming to be successful.

The student who is the most successful in this program and who has the best chance for a successful re-entry into the home is the student who is able to maintain positive family ties while at the facility. This is, of course, a two-way street. The parents must provide the student with the opportunity to do this.

The facility's visitation policy is designed for this purpose. Visitation allows the family to be aware of any positive changes the student makes while at the facility. This continued contact also makes the transition from the facility to the home much easier. As a result of this contact, the student and his family are able to maintain and often improve their relationship.

TYPES OF VISITS

Orientation and Growth Phases I through IV

Visitation for students in these phases of their program will be on Saturday, Sunday, and/or *State holidays. Your choice of times are 9:00 a.m. – 11:00 a.m. and 1:00 p.m. – 3:00 p.m.

ReEntry Level

Once the caseworker has received the pre-placement investigation approval from the SPA/YSTS, students in these phases will be eligible for off-grounds passes. A telephone call from the parent/guardian to the caseworker is required weekly before 3:00 p.m. Thursday to make arrangement for off-grounds visitation. **If you move during this phase, you must contact the caseworker immediately.** Another placement investigation at the new address must occur before your son can go on pass at this residence.

GENERAL RULES

On-Grounds Visitation

- 1) Visitors are limited to parents, guardians, siblings and grandparents. **Visitors under the age of 18 must always be in the company of one of the approved parents or guardians. Children will not be allowed to sit in the waiting area without an adult (over 18) with them at all times. Children are not to be left unattended anywhere on state property, which includes the parking lot.** All on-grounds visits are limited to three (3) persons per visit. Parents/guardians must return the enclosed form, "List of Approved Visitors," for all visitors over the age of 18. Children under the age of 18 needs to be accompanied by the parent/guardian. The form "Authorization for Minor Child to Visit" must be completed, notarized, and returned to the caseworker **before** a visit can occur.
- 2) All visitors arriving at the facility must report to the staff person on duty and sign the Visitation Log and receive any pertinent instructions, etc.
- 3) All visitations will take place in designated areas.
- 4) Smoking is prohibited in the building and on-grounds. Visitors are not to bring or possess any tobacco products while at the South Bend Juvenile Correctional Facility.
- 5) All visitors must conduct themselves in an appropriate manner at all times. Visits will be terminated if the visitor or student does not maintain proper decorum and behavior.
- 6) When you visit your son, grandson, brother, etc, you are here to visit him and not socialize with the other visitors. You are not to talk from table to table to other visitors or students. If you would like to socialize with other visitors, it must be done outside of the visiting room.
- 7) You are not allowed to go back out the double doors during visitation, if you do, your visit will be terminated. Restrooms are available right outside the visiting room.

Please remember that visitation is a privilege. If you violate the rules, your visit can be terminated and/or your visitation privileges suspended.

Visitor Dress Code

Anyone visiting a student at this facility will only be allowed to wear the following jewelry items:

- a. Wedding ring
- b. Medical alert bracelet
- c. Religious medallion

Any other jewelry must be kept in your car. No earrings or studs for other piercing will be allowed. The officers will not hold your jewelry in the control room; it must be kept in your car.

Female Visitors:

- a. Undergarments must be worn;
- b. Shoes must be worn (this includes children, with exception of infants in arms);
- c. Sweatpants, stretch pants (anything with stirrups on the legs or spandex pants are classified as "stretch" pants), halter tops, and sheer clothing are not permitted; shorts, no shorter than 2" above the knee, are permitted;
- d. Sheer blouses and tube tops are permissible if worn with a camisole and blouse; and,
- e. No head attire is permitted to be worn while visiting, except as part of a religious practice.

Male Visitors:

- a. Shoes, shirts, pants, and undergarments must be worn;
- b. Shorts, no shorter than 2" above the knee, are permitted; and,
- c. No head attire is permitted to be worn while visiting, except as part of a religious practice.

In addition, no visitor shall wear clothing that poses a threat to the security or custody of SBJ (i.e., clothing that depicts alcohol, tobacco advertising, security threat group affiliation) and the wearing of expensive clothing or jewelry is discouraged.

- 8) Student may receive \$20.00 **per day** worth of vending machine products from his visitors. You will be required to report the dollar amount that you are spending for the student to assure that the student is not receiving more than the allotted amount.
- 9) A picture ID for all visitors over age 16 is required. Women are to leave purses locked in the car. If you have an infant or toddler with you, you may bring one pampers and one bottle; no diaper bags will be allowed.
- 10) If staff believe that a particular visitor will have a negative effect on any student or create other problems that would interfere with the student's well being or treatment, that visitor and the student will be informed that the visit will not be permitted. Also, anyone currently on parole or probation is prohibited from visiting your son at this facility.
- 11) The following Indiana statutes are brought to your attention. As a correctional visitor, it is important that you fully understand the meaning of these laws:

A person who, without the prior authorization of the person in charge of the penal facility, knowingly or intentionally

- A) delivers or carries into the penal facility with intent to deliver an article to an inmate of the facility, or
- B) carries or receives with intent to carry out of the penal facility an article from an inmate of the facility
- C) commits trafficking with an inmate, a Class A Misdemeanor. However, the offense is a Class D Felony if the article is a controlled substance or a deadly weapon (IC 35-44-3-9).

A person who commits a Class A Misdemeanor shall be imprisoned for a fixed term of not more than one (1) year. In addition, he may be fined not more than \$5,000.00 (IC 35-50-3-2). A person who commits a Class D Felony shall be imprisoned for a fixed term of two (2) years, with not more than

two (2) years added for aggravating circumstances. In addition, he may be fined not more than \$10,000.00 (IC 35-50-2-7).

It is a Class C infraction for a person to furnish an alcoholic beverage to a person confined in a penal facility. It is unlawful, also, for a person who has charge of a penal facility to knowingly permit a prisoner confined within his jurisdiction to receive an alcoholic beverage unless it has been prescribed by a physician as medicine for the prisoner (Formerly: Acts 1973, P.L. 55, Sec. 1) as amended by Act 1978, P.L. 2, Sec. 722). A person who commits a Class C infraction shall be fined not more than \$500.00 (IC 35-50-4-4).

- 12) Visitors, including their person, personal property, and vehicles while on department property, are subject to search at any time.
- 13) All visitors enter the visiting area at their own risk and the Department of Correction shall assume no responsibility for any injury.
- 14) It is illegal to have in your possession, during a visit, any firearms, knives or other dangerous weapons.

Home Visits/Temporary Leave

- 1) Guardians must call caseworker **before 3:00 p.m. Thursday** to arrange home visit/temporary leave.
- 2) **If you move during your son's incarceration, you must contact the caseworker immediately.** A placement investigation at the new address must occur before your son can go home on a temporary leave at that residence.
- 3) Students may not be transported for home visits by anyone other than parents/legal guardian or specifically approved adults.
- 4) Students must obey all appropriate parental requests.
- 5) Students are required to obey all the stipulations listed on their temporary leave agreement.
- 6) Students are expected to remain under the direct supervision of their parent/guardian for the duration of the visit. Parents/guardian must have knowledge of their son's whereabouts at all times.
- 7) Students must adhere to a curfew of 10:30 p.m. while visiting their home. Parents may request that their son return home earlier, if they desire.
- 8) It is the student's responsibility to ensure that he returns to the facility on time. Weather, vehicle and road conditions must be taken into account by each student to ensure that he returns on time.

NOTES

- 1) Remember, visitation is a privilege that can be limited or restricted for abuse or non-compliance with any of the visitation rules or procedures.
- 2) If a student is on restrictions for non-compliance with unit rules, then he may have restricted visits but may not request a home visit or off-grounds visitation.
- 3) Visitors are required to comply with state law regarding trafficking with students.
- 4) Any visitor who violates state or local law is subject to arrest, consistent with the Department of Correction policy.
- 5) Students returning from temporary leave just prior to a visitation period are not eligible for an on-grounds visit (except church).
- 6) Before a student is allowed an overnight home visit, a working telephone must be installed in your home.
- 7) Students are not allowed to smoke or possess any tobacco products during their assignment to the South Bend Juvenile Correctional Facility.
- 8) Facility staff will make calls to your home during temporary leaves to ensure that your son is abiding by curfew restrictions.

GENERAL MAIL GUIDELINES

All written correspondence shall have proper postage, a complete return address in upper left-hand corner, student's name and DOC number included in the address. Additionally, correspondence shall not be written in codes or include symbols. All correspondence is subject to search for inappropriate materials/content. For additional mail options, please see JPay listed on the next page.

TELEPHONE GUIDELINES

The number and length of telephone calls students may make is limited. Unless it is a verified emergency, all student telephone calls are collect. Students may not possess any calling cards or charge calls to credit cards.

COMMISSARY GUIDELINES

The facility has established a personal funds account for your son. We request that you, other family members, and friends send funds for your son to purchase from the facility's Commissary to the address listed below. Funds sent may not exceed \$50.00. Any monies received for deposit in this account **must be sent by mail** in the form of a **Postal Money order** only. **Funds may not be given to the student or staff members at visitation, and they may not be dropped off to the facility. Cash/personal checks/other types of money orders will not be accepted.** Funds will be returned to sender if the procedure is not done correctly. During your son's stay at South Bend Juvenile Correctional Facility, your son will be required to purchase his approved personal property and hygiene items from the Facility's Commissary. **Therefore, you may not send or bring personal property for your son.**

In order to expedite the posting to your son's account, please address the envelope exactly as listed below. Enclose with the money order. All correspondence for the student should be sent to the South Bend Juvenile address:

Address to remit money orders:

**Northeast Juvenile Correctional Facility
Attn: Business Office/Trust Fund
7117 Venture Lane
Fort Wayne, Indiana 46818**

Please inform all friends and relatives of these commissary guidelines if they are planning to send funds to your son. For additional trust fund options, please see JPay listed on the next page.